

DUTY STATEMENT

Employee Name:

Classification: CEA B	Position Number: 580-xxx-7500-xxx
Working Title: Chief, Division of Environmental Health Laboratories	Work Location: 850 Marina Bay Pkwy, Richmond, CA
Collective Bargaining Unit: M01	Tenure/Time Base: Permanent / Full Time
Center/Office/Division: Center for Laboratory Sciences / Division of Environmental Health Laboratories	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting and advising the CLS Deputy Director on program and policy pertaining to environmental and chemical testing, investigations, and research. The position is responsible for providing leadership, scientific and policy guidance, performance accountability, and general oversight of the Center's laboratories within the Division of Environmental Health Laboratories (DEHL) including oversight of three Branches: Drinking Water & Radiation Laboratory (DWRL); Environmental Health Laboratory (EHL); and Food & Drug Laboratory (FDL), and indirectly provides support to all programs in the Center, as needed. The Chief, DEHL is responsible for ensuring that Center programs adhere to departmental policies and provides executive staff level leadership and focus for cross-cutting laboratory operations. The three branches total approximately 120 employees and have a budget of approximately \$20 million dollars derived from federal, general, and special funds.

The incumbent works under the Deputy Director of the Center for Laboratory Sciences.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Provides leadership and guidance to three DEHL Branch Chiefs (DWRL, EHL, and FDL). Provides general oversight and administration of program budgets, personnel, legislation, and program policy; assures compliance with state personnel and fiscal requirements; and adherence to state policy and rules. Ensures that programs monitor, account for, and report on program operations, expenditures, and outcomes while fulfilling program missions and mandates. Sets performance and outcome measures for managers/supervisors. Provides support in developing and maintaining well-trained, diverse, and competent program staff.
- 20% Provides broad oversight of service, testing, and regulatory activities within the laboratories; guides development of policies and procedures to ensure program compliance under Clinical Laboratory Improvement Amendments (CLIA), ISO 17025 standards, and Good Laboratory Practices. Apprises the executive administration of important and sensitive issues, including regulatory compliance, health & safety, laboratory security, and emergency preparedness & response.
- 20% Develops and coordinates partnerships with federal, state, and local governments, public, private, and non-profit organizations, and constituencies for DEHL. Provides broad oversight on special laboratory investigations, research studies, and cooperative efforts with partners. Coordinates the DEHL in departmental responses in the event of emergencies, disasters, and other public health threats.
- 10% Represents the Center, Department, and state interests on local, state, and national committees and councils as well as laboratory and research organizations, including voluntary, state, and federal agencies, and advisory groups. Regularly attends meetings with Center and Departmental leadership, represents the Center and Department in meetings with Health and Human Services Agency, other state agencies, and the Governor's Office.
- 5% Provides Division/Center review and approval on reports, communications, documents, and scientific publications. Serves as an EHL expert in multiple settings including providing testimony or consultation to national, state and local governments, the legislature, public and private health organizations, and with the media.

Marginal Functions (including percentage of time)

- 5% Performs other duties as required for the health and safety of the laboratory staff and facilities on the Richmond Campus and of the people of the State of California.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: CB	Date 10/12/22		